GRAND CHUTE PLAN COMMISSION MINUTES
June 6, 2023

Members Present: Chair Beth English, Commissioners Ron Wolff, Pam Crosby, John Weber, Cheryl Ulrich, Mark Heling, Ron Torrance and Chuck Klasen. Members Absent: none.

Also Present: Katie Schwartz, Public Works Director; Greg Koch, Deputy Director of Public Works; Nick VandeHey, Engineer-McMahon; Brent Braun, IT Systems Director; Michael Patza, Community Development Director; Tracy Olejniczak, Administrative Assistant; other interested parties, audience=12, sign-in sheet=15.

1. **ROLL CALL**
   Chair English opened the meeting at 6:00 p.m. and roll call was taken.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA**
   Motion (Heling/Ulrich) to approve the agenda. Motion carried, all voting aye.

4. **APPROVAL OF MINUTES** – MAY 16, 2023 MEETING.

   Motion (Torrance/Heling) to approve the May 16, 2023 Plan Commission minutes. Motion carried, all voting aye.

5. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT.
   - CANCELLATION OF JULY 6, 2023 PLAN COMMISSION MEETING.

   Director Patza informed Commissioners that the Town Board had cancelled their July 6, 2023 meeting, typically the Plan Commission would act to cancel their meeting as well. Director Patza stated that the June 20, 2023 Plan Commission meeting may also be cancelled due to lack of Agenda items. No formal action is required on the June 20, 2023 meeting and staff will send out formal notification next week.

   Motion (Heling/Torrance) to cancel the July 6th Plan Commission meeting. Motion carried, all voting aye.

6. PUBLIC INPUT PERTAINING TO AGENDA ITEMS NOT INCLUDED IN A PUBLIC HEARING.
   There was no public input.

7. **PUBLIC HEARING #1 (Continued from May 16, 2023 Plan Commission Meeting)** – SPECIAL EXCEPTION PERMIT (SE-11-2023) REQUESTED BY CIRCLE K CONVENIENCE STORE & GAS STATION, 100 W. NORTHLAND AVENUE, FOR OPERATION OF AN AUTOMOTIVE FUELING STATION, CONVENIENCE STORE, AND CAR WASH.

   Chair English announced that the Public Hearing was held open from the May 16, 2023 Plan Commission meeting.

   There was no additional public input.

   Motion (Torrance/Crosby) to close Public Hearing #1 at 6:03 p.m. on June 6, 2023. Motion carried, all voting aye.

8. **SPECIAL EXCEPTION PERMIT (SE-11-2023)** - REQUEST BY CIRCLE K CONVENIENCE STORE & GAS STATION, 100 W. NORTHLAND AVENUE, FOR OPERATION OF AN AUTOMOTIVE FUELING STATION, CONVENIENCE STORE, AND CAR WASH.

   Director Patza provided details regarding the proposed use and layout of the site. The car wash facility is orientated to direct vehicles from west to east, with the dryers on the east side to minimize potential impacts to adjacent properties. Additionally a buffer yard planting will provide screening for the adjacent two-family residential properties. As part of the project the existing cross-access to the adjacent property to the west will be removed to minimize potential traffic conflicts for vehicles entering/exiting the site.

Director Patza provided additional insight regarding questions from Commissioners regarding noise from the car wash dryers. Director Patza explained that the concerns were addressed with the development team and while the Town does not have specific decibel levels prescribed in the Municipal Code, the development team has reviewed decibel requirements in surrounding communities and are confident noise from the dryers will not be an issue due to the location of the dryers and buffer yard landscaping. Director Patza also shared that he discussed the concerns with the Police Chief and explained that the one safeguard the Town has regarding potential issues with the noise from the dryers in the Special Exception Permit. If there are complaints from adjacent property owners in the future the Special Exception Permit could be brought back to Plan Commission and Town Board for potential restrictions on the use.

Motion (Heling/Ulrich) to recommend approval of Special Exception Permit (SE-11-2023) requested by Circle K Convenience Store and Gas Station, 100 W. Northland Avenue, to allow the operation of an automotive fueling station, convenience store, and car wash. Motion carried, all voting aye.

9. **SITE PLAN (SP-10-2023)** – REQUEST BY CASEY'S MARKETING CO., ON BEHALF OF CIRCLE K CONVENIENCE STORE & GAS STATION, 100 W. NORTHLAND AVENUE, FOR CONSTRUCTION OF AN AUTOMOTIVE FUELING STATION, CONVENIENCE STORE, CAR WASH AND ASSOCIATED SITE IMPROVEMENTS.

   Motion (Heling/Torrance) to approve Site Plan (SP-10-2023) requested by Casey's Marketing Co., on behalf of Circle K Convenience Store & Gas Station, for construction of an automotive fueling station, convenience store, car wash, and associated site improvements, subject to: (1) Town Engineer approval of the Stormwater Management Plans; and (2) Town Board approval of Special Exception Permit SE-11-2023. Motion carried, all voting aye.

10. **PUBLIC HEARING #2** – REZONG (Z-02-2023) REQUESTED BY COENEN FAMILY REVOCABLE TRUST & RUBY COENEN SURVIVOR TRUST, TO REZONE PROPERTY LOCATED ON THE SOUTHEAST CORNER OF N. MAYFLOWER DRIVE AND STH 15 (TAX KEY PARCEL NUMBER 101-084000), FROM AGD GENERAL AGRICULTURAL DISTRICT TO IND INDUSTRIAL DISTRICT.

    Chair English opened Public Hearing #2 at 6:09 p.m. There was no public input.

    Motion (Ulrich/Crosby) to close Public Hearing #2 for Z-02-2023 at 6:09 p.m. Motion carried, all voting aye.

11. **REZONING (Z-02-2023)** – REQUEST BY COENEN FAMILY REVOCABLE TRUST & RUBY COENEN SURVIVOR TRUST, TO REZONE PROPERTY LOCATED ON THE SOUTHEAST CORNER OF N. MAYFLOWER DRIVE AND STH 15 (TAX KEY PARCEL NUMBER 101-084000), FROM AGD GENERAL AGRICULTURAL DISTRICT TO IND INDUSTRIAL DISTRICT.

    Director Patza provided details on the site and surrounding land uses. The rezoning request is consistent with the Town of Grand Chute Comprehensive Plan and the Sports Facility District Master Plan that was developed in conjunction with the Community First Champion Center.

    Motion (Heling/Crosby) to recommend approval of Rezoning Z-02-2023 requested by Coenen Family Revocable Trust & Ruby Coenen Survivor Trust the property located on the southeast corner of N. Mayflower Drive and STH 15 from AGD General Agricultural District to IND Industrial District. (Ordinance No. O-07-2023). Motion carried, all voting aye.

12. **SITE PLAN (SP-12-2023)** – REQUEST BY STEINER BROTHERS, LLC, FOR CONSTRUCTION OF EIGHT INDUSTRIAL FLEX-SPACE BUILDINGS AND ASSOCIATED SITE IMPROVEMENTS ON PROPERTY LOCATED ON THE SOUTHEAST CORNER OF N. MAYFLOWER DRIVE AND STH 15 (TAX KEY PARCEL NUMBER 101-084000).

    Director Patza provided details regarding the proposed development and site improvements. Execution of an agreement and corresponding buy-in fee to utilize a new storm sewer interceptor pipe and the Pennings Regional Stormwater Pond for stormwater management will be required.

Motion (Heling/Ulrich) to approve Site Plan SP-12-2023 requested by Steiner Brothers, LLC for construction of eight industrial flex-space buildings and associated site improvements on property located on the southeast corner of N. Mayflower Drive and STH 15, subject to: (1) Staff approval of building elevations; (2) Town Engineer approval of the Drainage and Erosion Control Plans; (3) execution of the agreement and corresponding payment of the buy-in fee to utilize the Pennings Regional Stormwater Pond; and, (4) Town Board approval of Rezoning Z-02-2023. Motion carried, all voting aye.

13. **PUBLIC HEARING #3** – SPECIAL EXCEPTION PERMIT (SE-12-2023) REQUESTED BY KESSLER'S DIAMONDS, 4287 W. COLLEGE AVENUE, FOR OPERATION OF AN ELECTRONIC MESSAGE CENTER SIGN.

    Chair English opened Public Hearing #3 at 6:14 p.m. There was no public input.

    Motion (Torrance/Crosby) to close Public Hearing #3 at 6:14 p.m. Motion carried, all voting aye.

14. **SPECIAL EXCEPTION PERMIT (SE-12-2023)** – REQUEST BY KESSLER'S DIAMONDS, 4287 W. COLLEGE AVENUE, FOR OPERATION OF AN ELECTRONIC MESSAGE CENTER SIGN.

    Motion (Ulrich/Torrance) to recommend approval of Special Exception Permit (SE-12-2023) requested by Kessler's Diamonds, 4287 W. College Avenue, to allow operation of an electronic message center sign. Motion carried, all voting aye.

15. **SITE PLAN AMENDMENT (SPA-10-2023)** – REQUEST BY 4287 W COLLEGE AVE LLC, ON BEHALF OF KESSLER'S DIAMONDS, 4287 W. COLLEGE AVENUE, FOR INSTALLATION OF NEW SITE SIGNAGE, INCLUDING AN ELECTRONIC MESSAGE CENTER SIGN.

    Motion (Crosby/Ulrich) to approve Site Plan Amendment (SPA-10-2023) requested by 4287 W College Ave LLC, on behalf of Kessler's Diamonds, 4287 W. College Avenue, for installation of a new pylon sign, including an electronic message center, subject to Town Board approval of Special Exception Permit SE-12-2023. Motion carried, all voting aye.

16. **PUBLIC HEARING #4** – AMENDMENT TO CHAPER 535 OF THE TOWN OF GRAND CHUTE MUNICIPAL CODE PERTAINING TO ACCESSORY USES AND STRUCTURES IN RSF, RTF, AND R-2 DISTRICTS.

    Chair English opened Public Hearing #4 at 6:17 p.m. There was no public input.

    Motion (Heling/Weber) to close Public Hearing #3 at 6:17 p.m. Motion carried, all voting aye.

17. **MUNICIPAL CODE AMENDMENT (Z-03-2023)** – AMENDMENT TO CHAPER 535 OF THE TOWN OF GRAND CHUTE MUNICIPAL CODE PERTAINING TO ACCESSORY USES AND STRUCTURES IN RSF, RTF, AND R-2 DISTRICTS.

    Director Patza provided details on the proposed amendment that would allow additional height for an accessory building if a Special Exception Permit were granted.

    Motion (Heling/Torrance) to recommend approval of Municipal Code Amendment Z-03-2023 for Ordinance O-08-2023. Motion carried, all voting aye.

18. **SPECIAL EXCEPTION AMENDMENT (SEA-03-2023)** – REQUEST BY EL AGAVE MEXICAN GRILL & CANTINA, 1750 N.CASALOMA DRIVE, FOR EXPANSION OF AN EXISTING OUTDOOR SERVICE/BEER GARDEN.

    Director Patza provided details on the proposed expansion of the outdoor service area and fence enclosure required by the Town of Grand Chute Municipal Code.

    In response to a question from Commissioner Klasen, Director Patza stated the intent of the enclosure is to keep people from entering/existing directly from the outdoor service area. Staff will work with the Police Department and Building inspection to ensure the enclosure is in compliance with the Town of Grand Chute Municipal Code.

Motion (Heling/Crosby) to recommend approval of Special Exception Permit Amendment (SEA-03-2023) requested by El Agave Mexican Grill & Cantina, 1750 N. Casaloma Drive, for expansion of an existing outdoor service/beer garden. Motion carried, all voting aye.

19. ADJOURNMENT.

Motion (Ulrich/Weber) to adjourn the meeting at 6:22 p.m. Motion carried, all voting aye.

Respectfully Submitted,
Tracy Olejniczak/MP
Com. Dev. Admin. Asst.